

## Cobb County Commercial Permit Application Form

All applicable items in this box must be completed before submittal to the Fire Marshal's Office.

\*\*\*\*Put date next to appropriate job type\*\*\*\*

Site \_\_\_\_\_ Shell \_\_\_\_\_ New Bldg \_\_\_\_\_ New Tenant \_\_\_\_\_ Add (Int / New) \_\_\_\_\_ Remodel \_\_\_\_\_

Other \_\_\_\_\_ Apt \_\_\_\_\_ F/S Townhouse \_\_\_\_\_ Condo \_\_\_\_\_ Fire Damage (R / C ) \_\_\_\_\_

New Bldg. Outside Dimensions \_\_\_\_\_ District \_\_\_\_\_ Land Lot (s) \_\_\_\_\_

Job / Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ City Limits ☐ Acworth ☐ Kennesaw ☐ Powder Springs Zip \_\_\_\_\_

Complex Name \_\_\_\_\_

Building # \_\_\_\_\_ Stories in Building \_\_\_\_\_ Number of Buildings \_\_\_\_\_ Basement ☐ Yes ☐ No

New Bldg. Sq. Ft. \_\_\_\_\_ New Tenant Sq. Ft. \_\_\_\_\_ Addition Sq. Ft. \_\_\_\_\_ Remodel Sq. Ft. \_\_\_\_\_

Occupancy Type per NFPA 101 \_\_\_\_\_ O/Load per NFPA 101 \_\_\_\_\_ LSC Year \_\_\_\_\_

(FMO use only)

Construction Type per Building Code \_\_\_\_\_ Serving alcohol ☐ Yes ☐ No State tenant ☐ Yes ☐ No

Space Completely Sprinklered: ☐ Yes ☐ No Type \_\_\_\_\_ Req. by Code ☐ Yes ☐ No \_\_\_\_\_

(List code section)

Building Completely Sprinklered: ☐ Yes ☐ No Type \_\_\_\_\_ Req. by Code ☐ Yes ☐ No \_\_\_\_\_

Supervised System ☐ Yes ☐ No Req. by Code Section \_\_\_\_\_ (List code section)

Other fire protection system(s) \_\_\_\_\_ Construction Cost \$ \_\_\_\_\_

**Please check if building/job will have any of the following new work performed:**

**Heating/Air** ☐ Yes ☐ No **Electrical** ☐ Yes ☐ No **Plumbing** ☐ Yes ☐ No

**Fire Sprinklers** ☐ Yes ☐ No **Hood System** ☐ Yes ☐ No **Fire Alarm** ☐ Yes ☐ No

Arch/Designer \_\_\_\_\_ Phone \_\_\_\_\_

Person Responsible for Plans \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

24 Hour Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

General Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Signature** \_\_\_\_\_ **Print** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title/Relation** \_\_\_\_\_

\*\*\*\* Official Use Only - DO NOT WRITE BELOW THIS LINE \*\*\*\*

Building Department Comments \_\_\_\_\_ Cobb #: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

Fire Marshal's Office Comments \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date \_\_\_\_\_

	<b>FMO</b>	<b>Bldg.</b>	
Certificate of Occupancy Required	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of Completion Required	<input type="checkbox"/>	<input type="checkbox"/>	<b>PERMIT #</b> _____
Special Inspections Required	<input type="checkbox"/>	<input type="checkbox"/>	

## Fire Marshal's Office Requirements

Call Fire Marshal's Office (770) 528-8310/8312 for plan review appointment

A scope of work letter is required for all remodeling jobs.

**8 1/2" x 11" REDUCED FLOOR PLAN IS REQUIRED IN ADDITION TO PLANS SUBMITTED.** The following items listed below must be shown on the 8 1/2 X 11:

**Dimensions**

**Sprinkler Cut Off**

**Fire Control Room**

**Electrical Room or Cut Off**

**Floor Plan (If multi-story shell building provide one 8 1/2" X 11" for all typical floor plans, and one for each non-typical floor plan)**

**Fire Department Sprinkler Connection Per Approved Site Plans**

**Gas shut off**

**Standpipes**

**Knox Box Location**

- Minimum of four (4) sets of plans to Fire Marshal's Office for approval.
- \*\*\*Submit one (1) additional set for projects requiring Health Department (770-435-7815) and Water & Sewer (770-419-6312) approval, i.e., Restaurants, Swimming Pools/Bathhouses, Hair Salons, Car Washes, Laundries, Septic Tanks etc.

## Building Department Requirements Structural Plan Review Office (770) 528-2071

Plans must be approved by Fire Marshal prior to submittal for structural plan review. Review procedures are as follows:

- Renovations are reviewed as time permits; free standing buildings & additions are required to be dropped off for review. Review time varies depending upon the complexity of the plans.
- Any plans stating "Not Released for Construction" or similar are not acceptable.
- **Zoning approval is mandatory on all permits.**

In addition to the above requirements, the following steps are **mandatory before issuance of a Permit for a free standing building or addition.** (Energy Affidavit, Temporary Pole and Temporary Power forms must accompany this application).

- ☐ Land Disturbance Permit issued by Site Plan Review. (770-528-2147)  
LDP #: \_\_\_\_\_
- ☐ Address Verification issued by Cobb County GIS. (770-528-2002)
- ☐ Grading Permit (On site Erosion Control Approval) issued by Site Inspections. (770-528-2134)  
Grading #: \_\_\_\_\_
- ☐ Water and Sewer Fees paid. (770-419-6327)  
Water / Sewer #: \_\_\_\_\_
- ☐ Architectural Design Worksheet completed.  
Required: \_\_\_\_\_ Actual: \_\_\_\_\_
- ☐ Statement of Special Inspections. (See [www.seaog.org](http://www.seaog.org) for forms and example.)
- ☐ Health Department Approval. (770- 435-7815)
- ☐ Two complete sets of plans on CD in PDF format.
- ☐ Cobb County Code Compliance Bond and Georgia Business License #: \_\_\_\_\_
- ☐ Erosion Control Certification (See [gaswcc.georgia.gov](http://gaswcc.georgia.gov)) #: \_\_\_\_\_

\*\*\*\*\*

## Zoning Department Use Only

Comments \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_